



**25% Design Submission Checklist
Early Environmental Coordination for Design Projects
Effective 1/01/2011**

The Designer shall complete and submit this form electronically with backup information and explanations of how each item has been addressed or documented. Completion of this checklist and its requirements is necessary for the project to obtain approval from Environmental Services to proceed with a 25% Design Public Hearing.

Note: In an attempt to reduce paper consumption, Environmental Services requests that only one (1) paper copy of the 25% Design is submitted for Environmental review. All Early Environmental Coordination documentation should be submitted only in an electronic format (.pdf, .doc, .xls, etc) wherever possible. Documentation should be submitted to the MassDOT project manager for routing to Environmental Services.

PUBLIC COORDINATION		Instructions	Addressed?
1	Coordinate with local boards, commissions & officials to identify specific issues or concerns regarding the project purpose and need and general scope of work. Attach all written correspondence.	Click Here	YES
2	If the proponent has presented the project in a public meeting setting, provide information regarding the meeting including the name of the public board/commission, the date and location, public comments and any formal meeting minutes.		YES
3	Send a letter to the Local Historical Commission (LHC) with a project description and location map, seeking comments. CC (with scope & locus) the State Historic Preservation Officer (SHPO) and MassDOT Highway Division Environmental Services Cultural Resources Unit (CRU).	Click Here	YES
4	For projects in MassDOT Highway Division Districts 1 or 5: Send a letter to the appropriate Tribal Historic Preservation Officer (THPO) - the Stockbridge-Munsee THPO for District 1, the Wampanoag Tribe of Gay Head (Aquinnah) and the Mashpee Tribe THPOs for District 5 - with a project description and location map, seeking comments. CC the MassDOT Highway Division Environmental Services CRU. No THPO letters are required for Districts 2, 3, 4, or 6.	Click Here	N/A
5	Submit a Navigability Survey to the Municipal Harbor Master where work will occur on bridges over U.S. Coast Guard (USCG) regulated navigable waterways. Attach the completed survey.	Click Here	N/A
6	Where work will occur within or adjacent to a Wild and Scenic River, submit a letter to the National Park Service with a project description and location map to initiate early coordination. Attach all written correspondence.	Click Here	N/A
REGULATORY FRAMEWORK AND REQUIRED DELIVERABLES			
7	Complete and submit an editable (MS Word format .doc or other), electronic Categorical Exclusion (CE) checklist for review and processing by Environmental Services. The draft CE should include a thorough project description and responses to checklist questions.	Click Here	YES
8	Evaluate the project in light of MEPA Review Thresholds. Provide documentation that the project does/does not exceed thresholds. If thresholds are exceeded, an editable (MS Word format .doc or other) draft ENF should be prepared and submitted once the 25% Design Public Hearing has been completed. This does not apply to projects which are exempt from MEPA review under the Bridge Exemption.	Click Here	YES
9	Electronically complete and submit the 25% Design portion of the Water Quality Data Form to determine the impairment status of waterbodies receiving highway runoff.	Click Here	YES
10	If the project will impact wetland resource areas (BVW, Bank, LUW, etc), determine if the project is subject to permitting under Sections 401 and 404 of the Clean Water Act and the Massachusetts Wetlands Protection Act. Provide explanations for each determination of applicability. Ensure that permitting timelines are included in the project schedule.		
PROJECT CONTEXT/SETTING AND FIELD RECONNAISSANCE			
11	Identify the dominant land uses within the project area, its general context characteristics, and ownership. Identify any publicly-owned open space (Section 4(f) or Article 97 protected property - parks, recreational areas, conservation land and wildlife refuges) within the project area and describe its designated and current use. This information should be included within the project description attached to the CE Checklist.	Click Here	N/A
12	Determine if the project occurs within or adjacent to sensitive environmental resources: Outstanding Resource Waters, stormwater "critical areas", Areas of Critical Environmental Concern (ACECs), NHESP designated endangered species habitat and certified/potential vernal pools, impaired waterbodies, regulated wetland resources, FEMA delineated floodways, Wild & Scenic Rivers, ACOE Special Aquatic Sites (salt marsh, tidal flats, vegetated shallows, etc), Essential Fish Habitat and/or high quality streams.	Click Here	N/A
13	Identify known cultural and historical resources in the project area. These include properties or structures listed on the National/State Register(s) of Historic Places or the Inventory of Historic and Archaeological Assets of the Commonwealth.	Click Here	YES
14	Identify all existing or proposed material within the project limits which may require handling as hazardous waste or be subject to other environmental handling regulations upon disposal. These materials include suspected treated timber, asbestos, lead-based paint, mercury switches, PCB-containing materials, etc.	Click Here	YES
15	List locations of known oil and hazardous materials releases in proximity to the project limits. For projects involving excavation work, provide all available relevant soil, sediment, and groundwater sampling results along with maps indicating sample locations.	Click Here	YES
16	Provide a copy of all activity use limitation (AUL) deed restrictions including the map depicting an outline of the AUL area for all AULs located on property within or adjacent to the project limits.		YES
17	Conduct field reconnaissance to verify existing conditions. See Instructions for list of conditions to verify.	Click Here	YES
18	Provide photographic documentation of field conditions and features. See Instructions for list of conditions and features to photograph.	Click Here	YES
PLAN REQUIREMENTS			
19	Show property lines, plus footprints, ownership, and street addresses of all buildings and parcels adjacent to the project.		YES
20	If the project requires Right-of-Way acquisition (takings, rights-of-entries, temporary/permanent easements, DCR permit, etc.), submit Preliminary Right-of-Way Plans.	Click Here	YES
21	Show all bridges and culverts and label with MassDOT Highway Division BDEPT # (if structure has one). Label the waterway, RR line, street or other feature intersected by the bridge/culvert.		YES
22	Show and label the existing and proposed edge of roadway and limits of grading.		YES
23	Show and label all existing and proposed guardrail.		YES
24	Show and label all walls and fences.		YES
25	Show and label all public shade trees 14" or more at breast height in the project area.	Click Here	YES
26	Show and label all roadway monuments, historical markers, highway bounds, etc., and show future locations if any are proposed to be removed and/or relocated.		YES
27	Show and label all publicly owned parks, recreational areas, and wildlife refuges.	Click Here	YES
28	Show and label any proposed landscape improvements.		YES
29	Show the location of all existing and proposed drainage structures and discharge points.		YES
30	Show all wetland boundaries within 100-ft of the project limits, including Bordering and Isolated Vegetated Wetlands, Bank, Land Under Water, Bordering Land Subject to Flooding and Ordinary High Water (i.e., 1-yr flood).		YES
31	For projects requiring a Section 401 Water Quality Certificate (WQC), complete the 401 WQC Plan Requirements Checklist and update plans to meet its requirements.	Click Here	N/A
32	Show and label all 100-ft wetland buffer zones and Riverfront Areas.		YES
33	Show the location of potential wetland replacement areas.	Click Here	N/A
34	Provide details of any proposed ornamental elements, such as street lighting.		N/A

Instructions and Samples			
PUBLIC COORDINATION		Sample/Links	
1	MassDOT recommends that local boards, commissions, and officials be contacted and provided information about the project to solicit input and comments. Local departments and boards including the Board of Selectmen, the Planning Department, City/Town Engineers, the Water/Fire/Police Department(s) and elected officials (such as the Mayor or Town Manager) are examples of groups with whom coordination should occur.		Back
3	A letter must be sent to the Local Historical Commission and a copy must be sent to the State Historic Preservation Officer and MassDOT's Highway Division Environmental Services Cultural Resources Unit. This action initiates the historic review process and assists in the identification of historic resources.	LHC/THPO Letter Sample	Back
4	<div>Send a letter to the appropriate Tribal Historic Preservation Officer (THPO). The same letter template can be used for the THPO as was used for the LHC. Addresses for the THPOs are as follows:</div> <div>District 5:</div> <div><div>Mashpee Wampanoag Indian Tribal Council Attn: Mr. George Green Jr., THPO 483 Great Neck Road, South P.O. Box 1048 Mashpee, Massachusetts 02649</div><div>Wampanoag Tribe of Gay Head-Aquinnah Bettina Washington, THPO 20 Black Brook Road Aquinnah, MA 02535-9701</div></div> <div>District 1:</div> <div>Ms. Sherry White Tribal Historic Preservation Officer c/o Stockbridge-Munsee Band of the Mohicans P.O. Box 70 Bowler, Wisconsin 54416</div>	LHC/THPO Letter Template	Back
5	<div>For bridge projects which cross navigable waterways, there are several permitting scenarios possible based on the existing bridge crossing condition and the scope of work. They are as follows:</div> <div>1. STURAA Approval (Federally Aided) - A project may qualify for a STURAA approval by the Federal Highway Administration (FHWA) if it is determined that the waterway is not suitable for navigational purposes and/or interstate commerce. This determination is based on the responses to the navigability survey by the Municipal Harbor Master and in consultation with FHWA.</div> <div>2. USCG Construction Approval - The USCG may approve construction activities which occur over a navigable waterway without the issuance of a Section 9 Bridge Permit if navigation is unaffected by the project. These activities typically include bridge preservation projects such as deck replacement, minor substructure repair and roadway resurfacing.</div> <div>3. Section 9 Bridge Permit - A bridge permit is required when a new bridge will be constructed or major modifications of an existing bridge are proposed which will impact the navigability of the regulated waterway.</div>	<div>Definition of Navigable Waters of the US</div> <div>Navigability Survey Form</div>	Back
6	Determine if the project occurs within or adjacent to a Wild and Scenic River. Wild and Scenic River Segments are identified here: http://www.rivers.gov/wildriverslist.html	Sample Wild and Scenic River Letter	Back
REGULATORY FRAMEWORK AND REQUIRED DELIVERABLES			
7	Complete and submit an editable (MS Word format .doc or other), electronic Categorical Exclusion (CE) checklist for all projects, regardless of the anticipated funding source. The Programmatic Agreement for the Approval of CEs, instructions for completion, and sample CEs can be found here: http://www.mhd.state.ma.us/default.asp?pgid=content/environ/envpublications01&sid=about	CE Form	Back
8	The Massachusetts Environmental Policy Act (MEPA) Office conducts review of environmental impacts of State Agency Actions, as well as other development projects in the state of Massachusetts. Review the MEPA thresholds found in 301 CMR 11.03 to determine if the project will require MEPA review. In accordance with the Chapter 233, Section 13 of the Acts of 2008, also known as the 2008 Transportation Bond Bill, bridge projects over water, railroad right-of-way, public or private way, other vehicular facility or other area and their approaches are exempt from review under the Massachusetts Environmental Policy Act Regulations (301 CMR 11.00), the Massachusetts Wetlands Protection Act Regulations (310 CMR 10.00), and the Chapter 91 Waterways Regulations (310 CMR 9.00) provided there will be no increase in capacity or a significant change to the alignment. Former DCR bridges are not eligible for the bridge exemption.	MEPA Review Thresholds	Back
9	Electronically complete and submit (as an excel file) the 25% Design portion of the Water Quality Data Form to determine the impairment status of waterbodies receiving highway runoff. To ensure that the most recent version of the form is completed, use the attached link to the Water Quality Data Form on Environmental Services' website.	Water Quality Data Form	Back
PROJECT CONTEXT/SETTING AND FIELD RECONNAISSANCE			
11	Note that this information is used to assess the project's impacts on properties subject to regulation or protection under Section 4(f) of the DOT Act and Article 97 (XCVII) of the State Constitution. Publicly owned open space parcels and ownership of the parcels are available as a MassGIS layer. This layer can be downloaded or viewed in OLIVER (see Instruction #12). Parcels funded by Land and Water Conservation Funds should also be identified. Identifying conservation restrictions, agricultural preservation restrictions, and other legal interests and the holder of such interests is recommended. This information is often available through the town planning office. Where possible, include open space and interest overlays on design plans and preliminary ROW plans.	<div>FHWA Section 4(f) Policy Paper</div> <div>Massachusetts Constitution</div> <div>List of Land and Water Conservation Fund Grants</div>	Back
12	Sensitive environmental resource data are available from MassGIS (using ArcView or using MassGIS's online view, OLIVER). Stormwater "critical areas" are defined as: Cold water fisheries, Zone IIs, public swimming beaches, shellfish growing areas and drinking water reservoir watersheds. Note that coordination with NHESP is no longer not required by the Designer. MassDOT - Highway Environmental Services coordinate directly with NHESP when Priority or Estimated Habit is identified within the project area. Please include locus maps showing the location of each sensitive environmental resource area in the project area.	<div>MassGIS OLIVER - Interactive Online Mapping Application</div> <div>List of Wild and Scenic Rivers</div> <div>High Quality Streams in MA</div>	Back
13	The MACRIS database is a valuable tool for identifying historical resources. Be aware that resources listed in the MACRIS database are not necessarily listed on the State or National Register of Historic Places. MassDOT - Highway Division's Cultural Resource Unit (CRU) will assess the historical significance of elements in the project area and coordinating with the Massachusetts Historical Commission.	MACRIS database	Back
14	In order to identify all existing or proposed material within the project limits which may require handling as hazardous waste or be subject to other environmental handling regulations upon disposal, designer must conduct a site visit to determine the presence of these materials. These materials include suspected treated timber, asbestos, lead-based paint, mercury switches, PCB-containing materials, etc.		Back
15	Available relevant sampling results include the results of all publicly available soil, sediment, and groundwater sampling conducted within the project limits; fish advisory information within the project limits; the highest known depth to groundwater; the maximum anticipated project excavation depth; the most recent groundwater sampling results for release sites in proximity to the project limits that do not have a Class A1, A2, or B1 RAO; and sediment sampling results upstream of the project limits. Use the MassDEP online site search list to find reported Release Sites. Limited oil and hazardous material data is also available as a MassGIS data layer.	<div>MassDEP Online Site Search List</div> <div>EPA Superfund Sites</div>	Back

17	<p>Conduct field reconnaissance to verify existing conditions:</p> <ul style="list-style-type: none"> -delineate, document and survey regulated wetland resource area boundaries (resources shall be delineated by an experienced wetland scientist); -identify and survey the locations of existing drainage outfalls and stormwater Best Management Practices (BMPs); -locate and survey monitoring wells; -locate and measure existing public shade trees; and -document presence of stonewalls, historic plaques and other potentially historic structures. 		Back
18	<p>Provide photographic documentation of field conditions and features:</p> <ul style="list-style-type: none"> -general project setting; -cross culverts; -proposed wetland impact areas and proposed replication areas or flood compensation storage areas; -riverbanks in all 4 quadrants and upstream/downstream views (for bridge projects over a waterway); -historic properties/structures/elements; and -other features of environmental interest. 		Back
PLAN REQUIREMENTS			
	Follow MassDOT's Project Development and Design Guide for all projects.	MassDOT's Project Development and Design Guide	
20	Preliminary Right-of-Way (PROW) plans are needed to assess the project's impact on private property in light of the National Environmental Policy Act and properties protected under Section 4(f) of the DOT Act and Article 97 of the State Constitution.		Back
25	Removal of public shade trees 14" or more at breast height can trigger a MEPA threshold. Removal of 5 or more public shade trees will require the filing of an Environmental Notification Form (ENF). See MEPA Review Thresholds for more information.	MEPA Review Thresholds	Back
27	Include a label identifying the board, department, commission, or agency having jurisdiction of any publicly owned lands in the project area.		Back
31	<p>Water Quality Certificate (WQC) requirements are explained in 314 CMR 9.00.</p> <p>If a WQC is required, complete the WQC Application Review Checklist. Ensure 25% Highway Design or Bridge Design Plans show all of the required information listed on the WQC Plan Requirements Checklist. Attach the locus and environmental constraints map. Justification must be provided if an item listed on the checklist cannot be shown on the design plans.</p>	314 CMR 9.00 WQC Application Review Checklist Sample WQC Applications	Back
33	Wetland replacement areas must meet MassDOT's guidelines.	MassDOT Wetland Replacement Guidelines	Back